



SUBDIVISION INDUSTRY BULLETIN

Spring 2000
Department of Real Estate

Commissioner's message

It is with great pleasure that I write my first message as your new Commissioner.

Since my swearing-in on December 6, 1999, I have been very busy. With thanks to the patient and capable Chief Deputy Commissioner John Liberator and the Department staff, I've been learning how the Department operates. I have also learned that Governor Davis' Administration puts a high priority on housing related issues in California. I have listened to the varied concerns of consumers, subdividers and licensees. What I have heard and learned will form the framework for the pro-active position I envision for the Department. In that regard, I welcome your comments and suggestions.

In addition, I have visited each of the five Department offices and staff throughout the state, and met with the various trade associations and organizations that generally interact with the Department, including CBIA. I have identified a pool of candidates for the Real Estate Advisory Commission.

We are all aware of how rapidly the real estate industry and technology are changing. Therefore, during the next several months, the DRE staff and I will analyze the programs that are currently in place to determine whether or not they work well, need to be fixed, replaced or eliminated. Together, with your input and some hard work, we will be able to move the Department smartly into the new millennium! ☺

1999 Legislation

New laws effective January 1, 2000

All changes were effective January 1, 2000. The following brief descriptions of 1999 legislation are intended to alert you to the existence of pertinent changes to the law. They should not be relied upon as in-depth statements of the law. You should refer to the statutes for complete information.

SB 382 (Haynes) Chapter 324

Amends Section 51.3 of the Civil Code relating to age-restricted housing.

The definition of a "qualified permanent resident" in Civil Code Section 51.3 was expanded by this bill

to include a permanently physically or mentally impaired or terminally ill adult who is a dependent child of a qualified resident, and the definition of a "qualified permanent resident" was modified by this bill to delete the requirement that a "qualified permanent resident" has or expects to have an ownership interest in the property.

SB 1148 (Burton) Chapter 589

Adds Section 1352.5 to the Civil Code within the Davis - Stirling Common Interest Development Act.

Changes Commissioner's regulations

The following brief description of 1999 changes to the Real Estate Commissioner's Regulations (Chapter 6 of Title 10, California Code of Regulations) is intended to alert you to the existence of pertinent changes to the law affecting administration of the Subdivided Lands Law. It should not be relied upon as in-depth statements of the law. You should refer to the regulations for complete information. All changes were effective November 25, 1999.

Regulations 2790.2, 2790.4, and 2792 — Amended

This amendment makes technical, non-substantive changes made necessary by prior amendments to related statutes. It deletes references to repealed Business and Professions Code Section 11000.5 (relating to "land projects") in Regulations 2790.2, 2790.4, and 2792.

Regulation 2790.5 - Senior Housing — Amended

This amendment makes technical, non-substantive changes made necessary by prior amendments to related regulations. It deletes subsection (c) of Regulation 2790.5 to eliminate a reference to restrictions on unilateral annexation.

Regulation 2810.1 - Time-Share Projects — Amended

This amendment makes applications for time-share public reports subject to the file abandonment provisions of Regulation 2804.

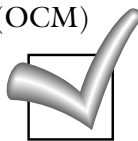
Continued on page 2

Continued on page 4

Operating Cost Manual

by Lou Hauger, Supervising Appraiser

The Operating Cost Manual for Homeowner Associations (OCM) is designed to aid budget preparers and homeowner associations in the preparation of budgets for common interest subdivisions.



The OCM has been revised effective February 2000 and is available for purchase in person from any of the Department's District Offices. It may also be ordered through the mail by completing the attached Publications Request (RE 350).

The cost of the manual is \$10.00 plus sales tax. Make your personal check, cashier's check or money order payable to: Department of Real Estate.

The revised "costs" in the OCM and Budget Worksheet (RE 623) should be used in all filings submitted to the Department effective June 1, 2000. After that date, the Department will only accept the March 2000 version (or computer generated facsimile) of RE 623 and the revised cost items in the new OCM. ☞

Available on CD, diskette, paper

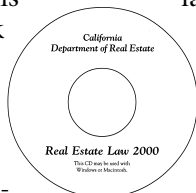
2000 Real Estate Law Book

The 2000 Real Estate Law book is here. For 2000, the electronic law book is available on CD-ROM as well as diskettes. The price of the book (electronic or paper) will remain \$20, plus applicable sales tax. We will also continue the discounted price of \$35 (plus tax) for a purchase of the paper book and any electronic version.

The law book contains the Real Estate Law (from the Business and

Professions Code), the Regulations of the Real Estate Commissioner (from the California Code of Regulations), portions of the Administrative Procedures Act, and pertinent excerpts from various California Codes.

The electronic versions of the law book are in a Folio VIEWS® information processing program for both Windows and Macintosh. This provides users with powerful search, bookmarking and annotation features. ☞



New laws

Continued from page 1

New Civil Code Section 1352.5 authorizes and requires the governing body of a community association, without membership approval, to delete illegal discriminatory covenants, especially racially restrictive covenants, from the association's governing instruments, and establishes a procedure for remedying a failure to comply with this requirement.

AB 1048 (Firebaugh) Chapter 898

Amends Sections 1365(a) and 1365.5(f) of the Civil Code within the Davis - Stirling Common Interest Development Act.

This bill modifies the statutory definition of "reserve funds" to include unexpended awards or settlements received by the association on construction defect claims. The bill

SUBDIVISION INDUSTRY BULLETIN

Official Publication of the
California Department of Real Estate

Vol. 21, Issue 1 Spring 2000

STATE OF CALIFORNIA
GRAY DAVIS, Governor

Business, Transportation & Housing Agency
MARIA CONTRERAS-SWEET, Secretary

Department of Real Estate
PAULA REDDISH ZINNEMANN, Commissioner

Who's Who in Subdivisions

PRINCIPAL OFFICE

2201 Broadway, Sacramento, CA 95818-2500

Thomas R. Hensley

Assistant Commissioner, Subdivisions

Denise Martinez

Policy Coordinator/Industry Liaison

SUBDIVISIONS OFFICE-NORTH

Margret Stroh

Managing Deputy Commissioner III

P.O. Box 187005, Sacramento, CA 95818-7005

2201 Broadway, Sacramento, CA 95818-2500

Telephone: (916) 227-0813

SUBDIVISIONS OFFICE-SOUTH

Robert D. Gilmore

Managing Deputy Commissioner III

320 W. 4th Street, Suite 350

Los Angeles, CA 90013-1105

Telephone: (213) 576-6983

SUBDIVISIONS, TECHNICAL UNIT

(Time-shares & Advertising Review)

P.O. Box 187005, Sacramento, CA 95818-7005

2201 Broadway, Sacramento, CA 95818-2500

Telephone: (916) 227-0810

Gil Hatfield

Deputy Commissioner III

Chris Neely

Deputy Commissioner III

BUDGET REVIEW SECTION

Lou Hauger

Supervising Appraiser

320 W. 4th Street, Suite 350

Los Angeles, CA 90013-1105

Telephone: (213) 576-6980

requires the association to set up separate accounting line items for this class of reserves, so the handling of these unexpended construction defect awards or settlements is explicitly disclosed in the associations accounts, reserve studies, periodic reports to members, and financial disclosures to prospective purchasers. ☞

Bonds to assure performance

By Robert Gilmore

There are several instances when a security device may be required in order to obtain a public report. A security device may be used by subdividers to insure construction completion and other commitments in a common interest subdivision. If the performance or obligation that the subdivider represents as being part of his offering (such as common area amenities) will be completed prior to the close of first escrow, no security device is necessary. In both common interest and standard offerings, a subdivider may wish to post a security device to gain maximum freedom in handling purchasers' deposit monies. In this instance, the security device must be in an amount equal to the sum of all money to be advanced by purchasers

which is not held in a neutral escrow depository and must guarantee a return of these funds if a release from the blanket encumbrance is not obtained. Most frequently, surety bonds are used for all of these purposes.

When the bond is executed and delivered and the principal acquires the right or privilege stated therein, the bond is valid and binding upon the surety regardless of whether the premium has been paid. If the bond requires a premium to be paid each year the bond is in effect, non-payment of this premium will not effect the obligee's right under the bond. If the principal-subdivider refuses to pay the premiums, the surety must take action for payment against the subdivider, rather than cancel the

bond. Once in force and valid, a bond may not be cancelled by the surety unless the right to cancel is reserved by an express provision in the bond or exists as a legal right without such reservation. The escrow instructions holding the surety bond do not affect the terms of the bond itself as the surety does not execute the holding instructions.

The general rule upon default of the principal is that the surety is obligated to perform the contract, duty or obligation of the principal or to indemnify the obligee for the actual loss or damage which directly results from the default, not exceeding the amount for which the bond is written. ☞

Form changes

By Denise Martinez

Last Fall, many of our application forms were revised to accommodate the information entry requirements for the Department's redesigned computer system for the Subdivisions Program. The revised forms should now be used exclusively, since the ninety-day grace period for optional use of old or revised forms has expired.

Insofar as newly revised forms are concerned, due to some legislative changes that become effective this year, forms relating to natural hazard information were further revised in February. In addition, our budget form (RE 623) was also revised to coincide with the updating of our Operating Cost Manual. The grace period for use of these forms will expire June 1, 2000.

You should refer to the forms listing included in this Bulletin for details on available forms

and their revision dates. Many of our current forms, including our applications and public report worksheets, are now available on our Internet Web site at www.dre.ca.gov which may be downloaded to your computer and printed.

As a reminder, all approvals to use old versions of our electronic forms will expire ninety-days after a form has been revised. To avoid problems, you should make sure that your approved electronic forms are current. Please be sure to submit your updated electronic versions to the Subdivisions Technical Office in Sacramento for approval prior to use. New approval identification numbers are required to continue use of an electronic form after it has been revised. Refer to RE 695 Electronic Form Information sheet for

details on our electronic form program. ☞



Conditional public reports update

By Margret Stroh

Conditional public reports became available when Section 11018.12 was added to the Business and Professions Code, effective January 1, 1993. Regulation 2790.2 which implemented Section 11018.12 was enacted effective March 31, 1994.

The purpose of a conditional public report is to allow a subdivider to enter into binding contracts and open escrows prior to completing all of the requirements for issuance of a final subdivision public report. Until the final public report is issued, all deposit monies must be impounded in a neutral escrow depository and no escrow can close.

The issuance of a conditional public report requires that a final public report application be qualitatively complete except for certain final requirements, such as a recorded map,

Continued on page 4

Staff changes

There have been several staff changes in both the Los Angeles and Sacramento Subdivisions Offices over the last few months.

Los Angeles

Our Los Angeles Office has two new Deputy Commissioners, Thong Kay Lauv and Julieta Lauerma. Ms. Lauerma transferred from the Los Angeles Enforcement Office and Mr. Thong previously worked for the Franchise Tax Board.

Sacramento

There were also changes in the Sacramento Office. Leslie Singh was hired to fill the vacancy created when Premjit Rau transferred to the Department's Oakland Office. Ms. Singh transferred from the Department's Licensing Section. Christopher Carvin recently joined the staff to fill the vacancy left by Angela Torrens, who transferred to the Department of Housing and Community Development. Mr. Carvin previously worked for the Department of Justice. Additionally, Deputy Commissioner Robert Clifton who was hired as a retired annuitant completed his appointment in December. ☞



Regulations

Continued from page 1

Regulation 2814 - Qualified Resort Vacation Clubs. — Amended

This amendment makes technical, non-substantive changes made necessary by prior amendments to related regulations. It deletes a reference to repealed Regulation 2805.2(b), relating to appraisal of out-of-state subdivisions. ☞

Master geographic letters

By Robert Gilmore

Subdividers may take advantage of the Department's "Master Geographic Letter" (MGL) program when filing public report applications for projects developed within cities or counties that participate. The MGL program has been in operation for many years. Its purpose is to relieve subdividers from having to submit as part of a public report application, documentation already required by a city or county prior to approval of a final subdivision map.

The Department relies on the certification of cities and counties as substantiation that certain assurances are always required prior to map approval. The MGLs are required to be updated at least every three years and typically cover evidence of financial arrangements for completion of all off-site improvements in the subdivision, dedications and acceptance for maintenance of improvements by the city or county.

The MGL letters may cover streets, driveways, access easements, sanitary sewers, water systems, storm drains, cable television, fire hydrants, street lights, and possibly other off-site improvements, although all of the items may not be covered in MGLs for particular cities or counties. For those items not covered by the MGL, but will nevertheless be included in the subdivision offering, separate clearance letters or arrangements (such as a completion bond) will be necessary.

You should find out whether the jurisdiction in which your project is located had a MGL on file with the Department at the time the subdivision map was tentatively approved and if it was, which improvements are covered by the MGL. Time and money could be saved by taking advantage of this program. ☞



Conditional public reports

Continued from page 3

assessment bonds, updated title report after recordation of CC&Rs, etc.; that the set up of the offering be established; and that evidence be provided demonstrating that the requirements for issuance of the final public report will be satisfied during the six-month term of the conditional report. The Commissioner may permit a *one-time* six-month extension of the conditional public report.

If a decision is made not to issue a conditional public report, the applicant shall be notified within five business days of that decision and the notice shall specifically state the reason for the denial. This is the only statutory time frame limitation relative to the processing of conditional reports.

If the final public report is not issued within the term of the conditional report or the purchaser is dissatisfied with the final public report because of a change pursuant to Business and Professions Code Section 11012, the buyer is relieved from the purchase contract and all funds on deposit must be returned to the buyer.

On a statewide basis, over the past fiscal year (July 98 through June 99) the Department issued 542 conditional public reports for an average of 45 reports per month. Conditional public reports appear to be assisting both the developer and the consumer by permitting contracts to be entered into earlier and for buyers to arrange preferable loan commitments. ☞

PUBLICATIONS REQUEST

RE 350 (Rev. 3/00)

PLEASE READ THE FOLLOWING BEFORE ORDERING.**PURCHASE INFORMATION*****By Mail***

All publications listed below may be ordered by completing this form and mailing it with the proper fee to:

Department of Real Estate
Book Orders
P.O. Box 187006
Sacramento, CA 95818-7006

From District Office

All publications listed below may be obtained in person from any of the Department's District Offices. Offices are located in Sacramento, Los Angeles, Oakland, Fresno, and San Diego.

CONDITIONS OF SALE

- Prices are subject to change.
- Orders received with incorrect payments will be returned.
- ***All sales are final – no refunds.***
- We do **not** accept cash. Please make personal check, cashier's check or money order payable to: Department of Real Estate.
- Do not send stamps or C.O.D. orders.
- ***Please allow 4 to 6 weeks for delivery.*** An order for more than one item may be shipped in separate packages and delivered to you on different days.

continued on reverse

RE #	Publication Title	Price	Quantity	Your Cost
Law & Reference Books				
1	Reference Book (<i>revised 1997</i>)	\$20.00		
2	2000 Real Estate Law (paper version) <i>(For paper or electronic, see information on reverse.)</i>	\$20.00		
2C	2000 Real Estate Law (CD - contains both versions)	\$20.00		
2A	2000 Real Estate Law (diskette - Windows version)	\$20.00		
2B	2000 Real Estate Law (diskette - Macintosh version)	\$20.00		
	2000 Real Estate Law – Paper copy AND <input type="checkbox"/> CD (contains Windows & Macintosh) <input type="checkbox"/> Windows diskette <input type="checkbox"/> Macintosh diskette	\$35.00		
Brochures				
4	Instructions to License Applicants	Free		
39	Living in a California Common Interest Development (<i>Refer to information on reverse.</i>)	Free		
6	Disclosures in Real Property Transactions	\$2.00		
13	Trust Funds	Free		
34	Guide To Mobilehome Park Purchases By Residents	\$2.00		
35	Trust Deed Investments – What You Should Know!!	\$2.00		
35A	Using the Services of a Mortgage Broker	both		
Subdivision Guides				
8	Operating Cost Manual For Homeowners' Associations	\$10.00		
9	Subdivision Public Report Application Guide (SPRAG)	\$10.00		
25	Reserve Study Guidelines for Homeowner Association Budgets	\$10.00		

PURCHASER INFORMATION

NAME OF PURCHASER — TYPE OR PRINT CLEARLY IN INK

STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

TO PURCHASE PUBLICATION(S) BY CREDIT CARD, COMPLETE THE FOLLOWING:

METHOD OF PAYMENT

☐ VISA ☐ MASTERCARD

EXPIRATION DATE OF CARD

ACCOUNT NUMBER

SIGNATURE OF CARDHOLDER

»

PRINTED NAME OF CARDHOLDER

DATE

TELEPHONE NUMBER

Subtotal _____

– Discount _____

Subtotal _____

+ **CA Tax** _____
(see reverse)**TOTAL \$** _____

AMOUNT AUTHORIZED

\$

APPROVAL # — DRE USE ONLY

REFERENCE # — DRE USE ONLY

- Purchases of 25 or more of any publication must be ordered by mail.

California Sales Tax

Mail orders originating in California and over-the-counter sales *must* include state sales tax (7.75% for mail orders). Requests and fees will be returned if the appropriate sales tax is not included.

Discounts

- A 20% discount is available on the Real Estate Law, Reference Book, and Subdivision Guides; 25 or more of a single title must be purchased at one time to qualify for the discount.
- Note that a purchase of both the paper and an electronic version of the Real Estate Law book is already discounted to \$35. There is no further discount for combination (paper and electronic) purchases in **any** quantity.
- A 20% discount is available on consumer brochures; 100 or more of a single title must be purchased at one time to qualify for the discount.

Submitting Licensing Forms & Publication Request

If you submit an order for a publication at the same time that you apply for an original license or a license renewal, please send separate checks or money orders for the license fee and publication(s) ordered.

MISCELLANEOUS INFORMATION

Operating Cost Manual For Homeowners' Associations

A manual designed to aid a budget preparer in the development of a budget for a common interest subdivision.

Subdivision Public Report Application Guide (SPRAG)

A guide designed specifically to assist an applicant for a subdivision public report in the completion and submission of a Notice of Intention (Common Interest) [RE 624] or Notice of Intention (Standard) [RE 628]. This guide provides item-by-item instruction and explanation.

Reserve Study Guidelines for Homeowner Association Budgets

Guidelines designed to assist with preparation of a budget reserve study for a common interest subdivision. RE 25 will help homeowner association officers and members understand how reserves fit into the overall financial plan for the subdivision. Proper attention to the reserve portion of the budget should assist in the allocation of sufficient funds for future replacement of common area components, including major items such as roofs and exterior paint.

Law Book

The Department revises the law book annually, making every effort to have it available in January. In this regard, please do not send orders for the revised book until after January 1.

In addition to the paper version of the law book, the Department offers the book in an electronic version, for Windows or Macintosh. The contents of the book are on CD (Windows & Macintosh versions on one compact disk) or high density 3.5" diskettes, in a Folio VIEWS® information processing program with word search, information tagging, annotation, linking and editing capabilities.

Minimum requirements for Windows — 386 DX2/33Mhz IBM compatible personal computer; 4MB physical RAM; 8MB available hard disk space; Windows version 3.11 or later; diskette or CD drive as applicable.

Minimum requirements for Macintosh — 8MB physical RAM; Macintosh System 7; 8MB available hard disk space; diskette or CD drive as applicable.

Living in a California Common Interest Development

Limit of 25 copies at no charge. To obtain permission to reproduce this brochure, request Publications Reproduction Request (RE 370A) by calling (916) 227-0772 or writing to:

Department of Real Estate
Attn: Publications Deputy
P.O. Box 187000
Sacramento, CA 95818-7000

The Department of Real Estate does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, marital status, religion, age, sexual orientation, or disability in employment or the provision of services.

COMMONLY USED DRE FORMS

✓ = forms revised between 12/99 and 3/00

<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>	<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>
350	3/00	✓	Publications Request	608D	1/97		Consent to Service of Process (Public Report, Permit or Registration – LLC)
600	2/99		Surety Bond [§11013.2/.4]	609	12/87		Instructions to Escrow (Promotional Gifts)
600A	2/99		Blanket Surety Bond [§11013.2/.4]	611	2/99		Bond (Completion of Common Facilities)
600B	3/99		Purchase Money (§11010.4)	611A	10/97		Planned Construction Statement
600C	7/98		Purchase Money Handling (Supplemental Questionnaire)	611B	3/89		Notice To Escrow Depository (Reg. 2792.4)
600G	3/99		Purchase Money Security Information	611C	5/96		Subdivider Statement – 611 Package §11018.5(a)
600H	3/99		Purchase Money Security Declaration & Instructions to Security Depository – §11013.2	611D	1/97		Irrevocable Standby Letter of Credit [B&P §11018.5(a)(2)]
600I	3/99		Set-Aside Letter (B&P §11013.2 and/or .4)	612	10/95		Reservation Instrument
600J	3/99		Irrevocable Standby Letter of Credit	612A	10/95		Reservation Deposit Handling Agreement
601	3/99		Preliminary Public Report Application Instructions (Mobilehome Park Resident Ownership Program)	613	5/98		Common Area Completion Security Agreement and Instructions to Escrow Depository [§11018.5(a)(2)]
601A	1/97		Preliminary Public Report Application Submittal (Mobilehome Park Resident Ownership Program)	615	2/99		Rescission Rights (Time Share)
601B	9/99		Preliminary Public Report Application (Mobilehome Park Resident Ownership Program)	615B	2/99		Rescission Rights (Undivided Interest Subdivision)
603	3/99		Preliminary Public Report – Application Instructions	616	7/98		Master Management Document Information
603A	7/96		Preliminary Public Report – Application Submittal	616A	5/97		Master Management Document Application
603B	9/99		Preliminary Public Report Application	616B	7/98		Declaration of Approved MMD's
603C	3/99		Preliminary Public Report – Common Interest Subdivision	618G	12/99	✓	Final Subdivision Public Report – Amendment <i>[industry prepared]</i>
603D	3/99		Preliminary Public Report – Standard Subdivision	619	2/00	✓	Natural Hazards (Supplemental Questionnaire)
605	6/99		Subdivision Filing Fees	621	1/97		Escrow Instructions [§11018.5(a)]
608	2/96		Consent to Service of Process (Public Report, Permit or Registration – Individual)	621A	1/97		Supplemental Instructions [§11018.5(a)]
608A	2/96		Consent to Service of Process (Public Report, Permit or Registration – Partnership)	621B	1/97		Completion Arrangement Information
608B	2/96		Consent to Service of Process (Public Report, Permit or Registration – Corporation)	621C	5/96		Subdivider Statement (621 Package) [§11018.5(a)]
608C	2/99		Consent to Service of Process (Out-of-State Trustee)	623	2/00	✓	Budget Worksheet
				624	10/99		Notice of Intention (Common Interest)
				624A	10/97		HOA Common Facilities
				624C	3/89		Special District and Special Assessment District
				624E	6/87		Master Planned Community Information

<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>	<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>
625	1/97		Change in Escrow Depository	643M	2/97		Unconditional Release Covenant
626C	1/97		Out-of-State Subdivision Registration Information	646	1/97		Common Interest Subdivision General Information
626D	6/89		Trustee/Escrow Depository Agreement (Out-of-State)	646A	3/90		General Information (Time Share Subdivision)
627	6/99		Notice of Intention [§11010(c)]	648	7/99		Regulation Check Sheet [RE 624 & 658 Filings]
627A	6/99		Community Apt. & Stock Co-op Conversion Guidelines	648A	7/99		Regulation Check Sheet (Time-Share)
628	10/99		Notice of Intention (Standard)	656A	10/93		Out-of-State Subdivision Agreement
629	1/97		Sample of Set-Aside Letter [§11018.5(a)(2)]	658	9/99		Notice of Intention (Stock Co-op/LEHC)
631	11/98		Guidelines for Subdivision Advertising	662	1/93		Exemption Request [§11003.4(b)]
631A	2/96		Gift Inventory Statement	668	1/97		Time-Share Application
633	1/97		Application to Amend Documents [§11018.7]	668A	1/97		Notice of Intention (Time-Share)
635	10/99		Amendment/Renewal Application	676	12/31/84		Notice of Intention to Sell Undivided Interest
635A	9/99		Expedited Amendment Application	679	5/72		Declaration of Prospective Undivided Interest Owner
635B	9/99		Amendment Application [Reg. 2790.2(c)]	680	6/89		Exemption Request [§11000.1(b)(2)]
635C	2/97		Amendment/Renewal Application (Time-Share)	681	9/99		Budget Review Request
637	3/99		Exemption Request (§11010.5)	684A	4/95		Certification (Approved Budget)
639	7/95		Supplemental Questionnaire (Common Interest Subdivision Conversions)	688	5/98		Set-Aside Letter [Reg. 2792.10]
				688A	5/98		Set-Aside Letter [Reg. 2792.9]
643	5/98		Assessment Security Agreement and Instructions to Escrow Depository [Reg. 2792.9]	695	6/98		Electronic Forms Information
				695C	7/99		Subdivision Forms Request
643B	12/90		Instructions to Escrow Depository (Start-up Funds)	699	5/95		Certification (Subsequent Phases of a Phased Project)
643C	2/00	✓	Assessment Security Agreement & Instructions to Escrow Depository - Reg. 2812.3	699A	3/99		Certification (Totally Complete Filing – Standard)
643D	2/00	✓	Subsidy Security Agreement & Instructions to Escrow Depository [Reg. 2812.4]	699B	1/98		Certification (Mutual Water Co.)
643E	5/98		Subsidy Security Agreement and Instructions to Escrow Depository [Reg. 2792.10]	699C	3/99		Certification (Totally Complete Filing – Common Interest)
643F	6/88		Sample Letter of Credit (VA Start-Up)				
643G	6/87		Agreement and Escrow Instructions (Letter of Credit – VA Start-Up)				
643I	1/97		Irrevocable Standby Letter of Credit				
643J	1/97		Surety Bond (Regulation 2792.9)				
643K	1/97		Surety Bond (Regulation 2792.10)				
643L	1/97		Irrevocable Standby Letter of Credit (Reg. 2792.10)				

SUBDIVISION FORMS REQUEST

RE 695C (Rev. 7/99)

INSTRUCTIONS

To order subdivision forms, complete and return this form to one of the addresses listed below.

Mail to:

Department of Real Estate
Subdivisions – North
P.O. Box 187005
Sacramento, CA 95818-7005

Department of Real Estate
Subdivisions – South
320 W. 4th Street, Suite 350
Los Angeles, CA 90013-1105

Note:

- *Please enclose a preprinted address label with your request.*
- You will receive one copy of each requested form by mail. You may reproduce additional copies on paper of comparable quality and similar color provided you do not alter the forms in any way.

Subdivision Packets (Check one or more)	Individual Subdivision Forms (one each)			
<input type="checkbox"/> Preliminary	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Standard	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Common Interest	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Amendment/Renewal	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Stock Cooperative/Limited Equity Housing Cooperative	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Time Share (in-state and out-of-state)	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Time Share - Amendment/Renewal (in-state and out-of-state)	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Undivided Interest	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Out-of-state Registration (covers all except time-shares)	RE _____	RE _____	RE _____	RE _____
	RE _____	RE _____	RE _____	RE _____

REQUESTOR'S STATEMENT

I understand that I may reproduce additional copies on paper of comparable quality and similar color so long as the forms are not altered in any way.

SIGNATURE OF REQUESTOR

»

DATE

NAME OF REQUESTOR (PRINT OR TYPE)

TITLE OF REQUESTOR

COMPANY NAME

TELEPHONE NUMBER (INCLUDE AREA CODE)

MAILING ADDRESS (STREET ADDRESS OR P.O. BOX, CITY, STATE, AND ZIP CODE)

Commonly Used Form Packets

Preliminary Public Report Packet

Includes: 603, 603A, 603B, 603C,
603D, 612, 612A

Common Interest Packet

Includes: 350, 603, 603A, 603B,
603C, 605, 611, 611A, 611B, 612,
612A, 619, 623, 624, 624A, 639, 643,
648, 681, 684A, 695C, 699C

Standard Packet

Includes: 350, 603, 603A, 603B,
603D, 605, 612, 612A, 619, 628,
695C, 699, 699A

In-State Amendment/Renewal Packet (non time-share)

Includes: 350, 600C, 605, 619, 635,
635A, 643

Out-of-State Registration Packet (in- and out-of-state)

Includes: 608, 608A, 608B, 608C,
626C

Completion of Common Facilities Packet

Includes: 611, 611A, 611B, 611C,
611D

Completion Arrangements Packet (in- state)

Includes: 621, 621A, 621B, 621C

Time-Share Packet (in- & out-of-state)

Includes: 350, 605, 608, 608A,
608B, 608C, 608D, 609, 611, 611A,
611B, 611C, 611D, 613, 623, 624A,
626D, 629, 631, 639, 643C, 648A,
656A, 668, 668A, 681, 695, 695C



Department of Real Estate
Subdivisions
P.O. Box 187005
Sacramento, California 95818-7005